

This registration form is required for the "Re:START" program. Please review this document as these are the terms and conditions that need to be agreed upon prior to registration. Completion of this document is required for registration. This document **MUST** be returned to: Attention: Jacque Kuch, Buyer, Department of Management and Budget, Office of Purchasing Operations, 2nd Floor Mason Building, P.O. Box 30026, Lansing, MI 48909.

Re:START Registration

_____(Insert company name) understands in order to have my company included in the Re:START program, I certify that I have read and agree to the following terms and conditions of the Re:START program:

1. Bidders may submit only one (1) candidate per available position, and must provide two (2) reference checks with resume.
2. All resumes will be submitted "blind" (on plain paper, not on company letterhead and with no identifying logos or other marks). Price proposal must be submitted according to instructions in Section IV, Information Required from Bidder, IV-C Price Proposal.
3. [Bid opportunities](#) will be posted on the web for 3-5, business days. All bids will be due to DMB at 3:00 pm on the posted due date.
5. All decisions regarding candidates are final. No appeals will be allowed.
6. An exclusive representation agreement **MUST** be submitted with all candidates.
7. Contracts will be for a maximum of 36 months, and a maximum dollar amount not to exceed \$250,000.00 per resource per year.
8. Form DMB-285 will no longer be available for Re:START bids and will not be required. Bids should include a signed cover letter with bidder's company name, vendor ID number, and ITB number. Envelopes must have this information clearly marked on the outside.
9. Vendors must **unconditionally** agree to all terms and conditions as shown in the attached sample Re:START ITB, no exceptions will be allowed.
10. Vendors must complete the attached Certifications and Representations document and return to DMB with this document.
11. Vendors must agree to the attached **NOT TO EXCEED RATE** Schedule for all position classifications as published by the State of Michigan, Department of Management and Budget along with the Department of Information Technology.
12. All other terms and conditions of the Re:START program remain the same and will be included in this program.
13. If an award is made to your company, a current Certificate of Insurance must be submitted to DMB prior to the start date of the contract.

I certify that my company agrees to the above terms and request that my company be included in the Re:START program, and that I am authorized by my company to enter into this agreement.

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____